

Rockford Public Library

MISSION STATEMENT

The mission of Rockford Public Library is to enhance community life and development by informing, educating, entertaining, and providing cultural enrichment to all people of all ages and by continuously collecting information to address the diverse interests of our dynamic community.

PRIMARY FUNCTIONS

The primary function of the Library is to provide a variety of services to the public through the Main Downtown facility and its five branch extensions. There are six primary operating divisions throughout the library network.

- **Administrative** - The Administrative Division provides all administrative and support services in order to maintain library operations.
- **Adult Services** - The primary responsibility of the Adult Services Division is to provide information in the form of media and non-print media, as well as instructions for use. This division is also responsible for providing cultural event programs and instructions in utilizing computers for information purposes.
- **Youth Services** - Youth Services provides story programs, children's books, reference materials, periodicals, and non-print media to children, parents, and teachers. An introduction to computers, the Internet, and other electronic information is also available in this division.
- **Circulation** - The primary responsibility of the Circulation Division is to checkout and return library materials, perform borrower's registration, and process reserves and overdue loans.
- **Collection Management & Technical Services** - The primary responsibility of the Collection Management & Technical Services Division is to identify, order, receive, and catalog all library materials for use by the public. It is also responsible for identifying and withdrawing materials no longer needed in the collection.
- **Physical Facilities** - Physical Facilities is responsible for maintaining the appearance and physical operations of the Main Library and all branches.
- **Branch Services** - There are five branch divisions of the Rockford Public Library (Montague, Rock River, Northeast, Lewis Lemon, and Rockton). Each division is independent of each other and is supervised by a Manager. The branches provide a basic collection of print, media, and electronic database resources that are appropriate for the community. Each branch also provides circulation, library card registration, reference, programming, and Internet access services to the public.

OBJECTIVES FOR FISCAL YEAR 2013

- Successfully implement a new union contract.
- Install fiber optic connections to enhance Internet service to the Rockford community.
- Replace Montague Branch Library's boiler with a more energy efficient boiler.
- Replace voice over IP telephone system.
- Install new surveillance equipment at all locations for public safety.
- Continue to explore federated searching systems.
- Replace servers at various library locations.
- Purchase eReaders for circulation to the Rockford community.

Rockford Public Library

ROCKFORD PUBLIC LIBRARY BUDGET SUMMARY

	2011	2012	2012	2013	INCREASE
APPROPRIATION	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ESTIMATED</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERSONNEL	\$4,163,960	\$4,576,034	\$4,135,607	\$4,703,270	\$127,236
CONTRACTUAL	1,190,906	1,532,301	1,199,190	1,628,957	96,656
SUPPLIES	1,274,834	1,446,328	1,192,784	1,453,834	7,506
OTHER	57,063	88,875	73,616	91,670	2,795
INTEREST	239,519	239,394	234,400	239,394	0
CAPITAL	<u>293,252</u>	<u>239,998</u>	<u>182,133</u>	<u>291,306</u>	<u>51,308</u>
TOTAL	<u>\$7,219,534</u>	<u>\$8,122,930</u>	<u>\$7,017,730</u>	<u>\$8,408,431</u>	<u>\$285,501</u>

	2010	2011	2012	2013	INCREASE
FUNDING SOURCE	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PROPERTY TAXES					
LIBRARY OPERATIONS	\$6,456,714	\$6,825,276	\$6,800,000	\$6,900,000	\$100,000
LIBRARY MAINTENANCE	414,206	300,064	300,000	300,000	0
REPLACEMENT TAXES	805,548	754,314	700,000	755,000	55,000
FINES	157,720	145,389	92,680	135,180	42,500
NON-RESIDENT FEES	16,209	18,148	17,500	17,500	0
SERVICE CHARGES	26,760	20,214	22,000	30,000	8,000
RENTS AND REIMBURSEMENTS	3,825	3,451	3,000	28,000	25,000
INTEREST INCOME/ENDOWMENTS	24,678	152,397	7,000	7,000	0
STATE OF ILLINOIS	159,440	180,193	150,000	155,000	5,000
MISCELLANEOUS	<u>30,620</u>	<u>59,523</u>	<u>30,750</u>	<u>80,750</u>	<u>50,000</u>
TOTAL	<u>\$8,095,720</u>	<u>\$8,458,969</u>	<u>\$8,122,930</u>	<u>\$8,408,430</u>	<u>\$285,500</u>

Rockford Public Library

ROCKFORD PUBLIC LIBRARY AUTHORIZED POSITIONS

POSITION TITLE	POSITION RANGE	2012 FTE	2012 EMPLOYEES	2013 FTE	2013 EMPLOYEES	FTE CHANGE	INCREASE/ (DECREASE)
LIBRARY DIRECTOR	E-41	1.00	1	1.00	1	0.00	0.00
ASSISTANT DIRECTOR	E-38	1.00	1	2.00	2	1.00	1.00
MANAGER-ADULT SERVICES	E-35	1.00	1	1.00	1	0.00	0.00
CHIEF FINANCIAL OFFICER	E-35	1.00	1	1.00	1	0.00	0.00
DEVELOPMENT OFFICER	E-35	1.00	1	1.00	1	0.00	0.00
ASSISTANT MANAGER-COLLECTIONS	E-32	1.00	1	1.00	1	0.00	0.00
PROGRAM OFFICER	E-32	1.00	1	1.00	1	0.00	0.00
ILS SPECIALIST	E-32	1.00	1	1.00	1	0.00	0.00
MANAGER-CIRCULATION	E-32	1.00	1	1.00	1	0.00	0.00
MANAGER-PHYSICAL FACILITIES	E-32	1.00	1	1.00	1	0.00	0.00
MANAGER-BRANCH	E-32	4.00	5	3.00	3	(1.00)	(2.00)
COMMUNITY RELATIONS OFFICER	E-29	1.00	1	1.00	1	0.00	0.00
MANAGER-INFORMATION TECHNOLOGY	E-29	1.00	1	1.00	1	0.00	0.00
ADMINISTRATIVE SECRETARY	E-26	1.00	1	1.00	1	0.00	0.00
PERSONNEL OFFICER	E-26	1.00	1	1.00	1	0.00	0.00
INFORMATION TECHNOLOGY ASST	E-26	2.00	2	2.00	2	0.00	0.00
FINANCE/PAYROLL ASSISTANT	E-25	1.00	1	1.00	1	0.00	0.00
ADMINISTRATIVE CLERK	E-21	0.50	1	0.50	1	0.00	0.00
COMMUNITY RELATIONS ASSISTANT	E-21	1.00	1	1.00	1	0.00	0.00
COMMUNITY RELATIONS CLERK	E-20	1.00	1	1.00	1	0.00	0.00
PROGRAM COORDINATOR		4.50	5	4.75	5	0.25	0.00
LIBRARIAN		9.00	9	7.00	7	(2.00)	(2.00)
LIBRARIAN ASSISTANT		16.00	18	16.00	18	0.00	0.00
SENIOR LIBRARY CLERK		1.00	1	1.00	1	0.00	0.00
LIBRARY CLERK		20.00	29	21.00	28	1.00	(1.00)
MAINTENANCE ASSISTANT		2.00	2	2.00	2	0.00	0.00
SENIOR PAGE		1.00	2	1.00	2	0.00	0.00
PAGES		<u>9.00</u>	<u>18</u>	<u>10.00</u>	<u>15</u>	<u>1.00</u>	<u>(3.00)</u>
TOTAL PERSONNEL		<u>86.00</u>	<u>109</u>	<u>86.25</u>	<u>102</u>	<u>0.25</u>	<u>(7.00)</u>

BUDGET HIGHLIGHTS

- Salaries increase \$15,900 due to a 3% increase in salary.
- Service contracts increase \$104,300 for a marketing campaign based on survey results.

LIBRARY FUND FIVE YEAR FINANCIAL FORECAST (IN 000's)

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Revenues	\$8,150	\$8,960	\$9,204	\$9,445	\$9,687
Expenses	<u>8,507</u>	<u>8,875</u>	<u>9,261</u>	<u>9,664</u>	<u>10,085</u>
Excess (Deficit)	<u>(357)</u>	<u>85</u>	<u>(57)</u>	<u>(219)</u>	<u>(398)</u>
Beginning Balance	2,566	2,209	2,294	2,237	2,018
Ending Balance	<u>\$2,209</u>	<u>\$2,294</u>	<u>\$2,237</u>	<u>\$2,018</u>	<u>\$1,620</u>

Property Tax Rates (Cents)

Operations	30.0	30.0	30.0	32.0	32.0
Maintenance	2.0	2.0	2.0	2.0	2.0
Fringe Benefits	<u>0.1</u>	<u>0.1</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Total Library Rate	35.1	32.1	32.0	34.0	34.0

Rockford Public Library

The five-year financial forecast assumes three percent assessed valuation growth and a 32-cent property tax rate for operations and maintenance tempered by the impact of tax caps. As can be seen in the schedule below, the tax cap erodes the library's fiscal base. Other forms of revenue increase approximately five percent each year. Expenditures for personnel and supply cost are assumed to increase 5% annually; contractual costs are expected to increase 3.5% each year. All other expenditure types (other, interest, capital) are budgeted at current levels.

Tax rate limits are 30 cents for operations and two cents for maintenance; fringe benefit reimbursement rates are unlimited.

CAPITAL EQUIPMENT

Planned capital expenditures for 2013 include:

EQUIPMENT	QUANTITY	BUDGET EACH	AMOUNT
Printers	1	15,000	\$15,000
Cloud Services	1	15,000	15,000
Replacement Servers-Main, East, Rockton Centre & Montague	4	3,750	15,000
Technology Improvements	1	7,500	7,500
Smart Money Management Desk-Main/East/Rockton Centre	3	10,000	30,000
Building Improvements-Various Locations	1	156,184	156,184
Exterior Windows-Sullivan Center	1	31,500	31,500
Carpeting-Sullivan Center	1	10,122	10,122
ADA Doors-Sullivan Center	1	6,000	6,000
B&W Copier with Fax-Administration	1	5,000	<u>5,000</u>
TOTAL			\$291,306